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NATIONAL SECURITY AGENCY
FORT GEORGE G. MEADE, MARYLAND

NSA review completed

NSA CIR NO. 60-1(C)*

DATE 22 Apr 1971



National Security Agency Circular

CENTRALIZED PROCUREMENT OF CRYPTOLOGIC EQUIPMENT (U)

	<u>SECTION</u>
REFERENCES	I
PURPOSE	II
POLICY	III
APPLICABILITY AND SCOPE	IV
DEFINITIONS	V
RESPONSIBILITIES	VI
SECURITY REQUIREMENTS	VII
PROCEDURES	VIII

SECTION I - REFERENCES

1. See Annex A for References.

SECTION II - PURPOSE

2. This Circular sets forth the policy and responsibilities concerning the centralized procurement of cryptologic equipment and provides guidance for the preparation, submission, acceptance, and administration of Military Interdepartmental Purchase Requests (MIPRs) and Federal Civil Agency Purchase Requests for cryptologic requirements for which NSA is to provide production or procurement.

SECTION III - POLICY

3. In accordance with the delegation of authority and assignment of responsibilities set forth in References a., b., d., e. and f., the Director, National Security Agency shall provide for the production and procurement of cryptologic equipment/systems, repair parts, technical data and support items necessary to the accomplishment of the national cryptologic mission.

*This Circular supersedes NSA Cir 60-1 (C), dtd 14 Apr 61 and Change 1 thereto.

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GROUP-1

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Approved For Release 2003/08/04 : CIA-RDP85-00988R000200300004-4

NSA CIR NO. 60-1 (C)

22 April 1971

SECTION IV - APPLICABILITY AND SCOPE

4. This Circular implements only those parts of References a., b., and e., which are directly related to the production, procurement, and distribution processes of cryptologic equipment/systems, repair parts, technical data and support items, and does not encompass implementing criteria or guidance for other authorities contained therein.

5. The provisions of this Circular are not applicable to those cryptologic requirements for which production and procurement responsibilities have been assigned by the Director, National Security Agency, or higher authority, to a Military Department or Federal Civil Agency. Further, this document is not applicable to the Military Assistance Program (Grant Aid and Sales).

6. Application of ASPR Provisions. Security doctrine and policy requirements applicable to cryptologic materiel and data do not permit the exercise of certain practices normally granted to requiring activities under commodity procurement assignments referred to in Reference h. Those principles contained in Reference h. which are applicable to and compatible with the National Security Agency's responsibilities in providing for the production and procurement of cryptologic requirements are included herein. Therefore, in accordance with the provisions of ASPR 5-1118, this Circular reflects the agreement between NSA and those activities of the Department of Defense concerning the centralized procurement for cryptologic requirements. Additionally, this Circular includes the procedures by which Federal Civil Agencies will be governed in procuring cryptologic items through the Department of Defense, pursuant to the delegation of authority reflected in Reference d.

SECTION V - DEFINITIONS

7. See Annex B for definitions.

SECTION VI - RESPONSIBILITIES

8. The National Security Agency is responsible for:

a. Providing the requiring activities with information on which to base the submission of their cryptologic requirements for the purpose of effecting centralized procurement of cryptologic requirements.

b. Providing for the procurement and production of approved cryptologic requirements.

c. Furnishing each requiring activity periodic information as to the status of its funded orders.

CONFIDENTIAL

Approved For Release 2003/08/04 : CIA-RDP85-00988R000200300004-4

CONFIDENTIAL

Approved For Release 2003/08/04 : CIA-RDP85-00988R000200300004-4

NSA CIR NO. 60-1 (C)

d. Establishing allocation schedules for the distribution of cryptologic equipment and repair parts in accordance with requirements and priorities. (See Reference l. concerning COMSEC requirements).

e. Prescribing minimum security requisites pertaining to cryptologic equipment/systems, repair parts, technical data and support items.

f. Providing technical data necessary to the operation and support of cryptologic equipment/systems in accordance with Reference k.

g. Developing Federal Item Identifications and simultaneously furnishing Federal Stock Numbers to requiring activities in accordance with Reference j.

9. The requiring activities are responsible for:

a. Submitting their orders in accordance with the provisions of this Circular, Reference j., the NSA Availability Listing of SIGINT and Telecommunications Equipment, and the procurement program schedules issued pursuant hereto, as appropriate. (Except urgent requirements affected by mission changes.)

b. Assuring that protection is afforded cryptologic equipment/systems, repair parts, technical data, and support items in accordance with Section VII of this Circular.

c. Budgeting and funding for costs of cryptologic equipment/systems and repair parts, transportation, preservation, packaging, packing, technical data, and a prorated share of costs of changes made to cryptologic equipment/systems during production.

SECTION VII - SECURITY REQUIREMENTS

10. a. Equipment/systems, repair parts, technical data, and support items bearing security classifications shall be protected in the manner prescribed by applicable laws, Executive Orders, and security regulations of the Department of Defense and the National Security Agency. Information concerning the organization, functions, and activities of the National Security Agency is exempted from disclosure by Public Law 86-36; therefore, cryptologic equipment/systems, and data which can be identified with NSA or which reveal application to the cryptologic mission--even though not bearing a security classification--are sensitive and, as such, shall be protected throughout their existence from unauthorized disclosure or release.

b. For purposes of the utilization program for excess cryptologic materiel, appropriate instructions are set forth in References g. and i. concerning demilitarization and disposal of cryptologic items.

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2003/08/04 : CIA-RDP85-00988R000200300004-4

NSA CIR NO. 60-1 (C)

22 April 1971

c. Documents reflecting aggregate cryptologic requirements, procurements, production schedules, status reports, deployment, identifications, and other information which reveal national production and procurement efforts or mission endeavors, shall be disseminated only on a strict need-to-know basis.

SECTION VIII - PROCEDURES

11. Annex C sets forth the general procedural guidance applicable to all cryptologic requirements to be procured through NSA.

12. Annex D prescribes additional guidance concerning the submission of requirements for subsequent year repair parts.

13. Annex E provides the official channels and points of contact within NSA Headquarters for the processing of inquiries and correspondence concerning procurement of cryptologic requirements.



THOMAS B. WOOD
Brigadier General, USAF
Chief of Installations and Logistics

5 Incls:

1. Annex A, References
2. Annex B, Definitions
3. Annex C, Procedural Guidance
4. Annex D, Subsequent Year Repair Parts
5. Annex E, Contacts and Liaison

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Approved For Release 2003/08/04 : CIA-RDP85-00988R000200300004-4

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2003/08/04 : CIA-RDP85-00988R000200300004-4

ANNEX A

REFERENCES

- a. DoD Directive S-3115.2, Electronics Intelligence (ELINT) (U), dtd 7 Feb 67.
- b. DoD Directive S-3115.4, Communications Intelligence (COMINT) (U), dtd 19 Mar 59.
- c. DoD Instruction 4100.14, Uniform Preservation - Packaging, Packing and Marking of Items of Supply, dtd 19 Oct 67.
- d. DoD Directive 5160.13 (F.O.U.O.), Delegation of Authority to Procure Cryptologic Materiel and Equipment, dtd 20 Mar 56.
- e. DoD Directive C-5200.5, Communications Security (COMSEC) (U), dtd 27 Oct 58.
- f. National Security Council Communications Security Directive (C), dtd 26 Aug 68.
- g. National COMSEC Instruction No. 2001 (FOUO), Program for the Management and Utilization of Excess Communications Security Materiel, dtd 8 Jun 70.
- h. The Armed Services Procurement Regulation, Section V.
- i. NSA Circular 60-5(C), Excess SIGINT Materiel and Cryptologic Mission ADPE Utilization Program (U), dtd 10 Apr 70.
- j. NSA Circular No. 60-6 (U), Provisioning of Cryptologic Equipment, dtd 10 Oct 68 w/change 1, dtd 14 Jan 69, and change 2, dtd 9 June 70.
- k. NSA Manual 80-6 (U), Technical Data and Standardization Management Manual, dtd 14 Feb 66, as amended.
- l. NSA Circular No. 90-3 (C), General Procedures for Meetings to Determine COMSEC Equipment Allocation and Delivery Schedules for NSA Procurement Contracts (U), dtd 4 Mar 68.
- m. NSA Circular 90-5 (C), Policy Governing the Provision of COMSEC Services and Material (U), dtd 10 Nov 64.

GROUP-1
Excluded from automatic
downgrading and
declassification

ANNEX A to NSA CIR.
NO. 60-1 (C), dtd
22 April 1971

Approved For Release 2003/08/04 : CIA-RDP85-00988R000200300004-4

CONFIDENTIAL

CONFIDENTIAL

ANNEX B

DEFINITIONS

For the purpose of this Circular, the following definitions apply:

a. Acquisition Element - That NSA organization element having functional responsibility for providing acquisition services for the procurement of cryptologic equipment/systems, repair parts, technical data and support items or related services required by requiring activities.

b. Cryptologic Equipment - That equipment or system developed and/or acquired for activities and operations involved in: (1) producing Signal Intelligence, or (2) maintaining communications security.

c. Financing:

(1) Direct Citation of Funds - A method of financing whereby the requiring activity cites on its order the appropriation and subsidiary accounting classification to be charged in fulfilling the procurement, and such funds are cited on the contract by the procuring activity. (Pursuant to the Memorandum for the Director, NSA, from the Deputy Assistant Secretary of Defense (Comptroller), dated 5 March 1962, procurement requests from Department of Defense activities for cryptologic requirements when accepted by NSA will normally be done so on a direct citation of funds basis. In unusual cases other methods of financing may be employed as mutually agreed to by the Finance and Accounting Officers or Fiscal Officers concerned; e.g., NSA Stock Items; NSA "in-house" fabricated items.)

(2) Reimbursement - A method of financing whereby the cost involved in fulfilling the procurement request is charged to reimbursable obligation authority subject to reimbursement by the requiring activity. (This method of financing will be used for all purchase requests from Federal Civil Activities.)

(3) Bulk Funding - A method of funding whereby NSA receives an annual or semiannual MIPR from a requiring DoD activity which authorizes NSA to obligate funds on procurement documents to cover the activity's known requirements, as well as subsequent emergency repair parts. A specified lump sum of funds is reserved on the MIPR for the purpose of procuring repair parts for the specified period of time, rather than submitting individually funded MIPRs each time repair parts are to be procured.

d. Parts:

(1) Depot Repair Parts - Those repair parts, subassemblies, assemblies, maintenance spares, special tools, and support items for an end equipment/system which are furnished as an aggregate for bulk shipment to

GROUP-1
Excluded from automatic
downgrading and
declassification

ANNEX B to NSA CIR.
NO. 60-1 (C), dtd
22 April 1971

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2003/08/04 : CIA-RDP85-00988R000200300004-4

requiring activity supply points, as determined by each requiring activity.

(2) Design Controlled Repair Parts (DCRPs) - Parts, sub-assemblies or assemblies (1) for which the design is controlled by NSA; (2) the use is primarily in NSA design controlled cryptologic equipment/systems; and (3) the Federal Manufacturer's Code is 98230. DCRPs are identified by NSA in the Federal Cataloging System with an Inventory Management Responsibility Code 4 (NSA DoD Activity Manager) in card column 47 of the EAM users card. These items are procurable only as directed by NSA; fabrication or procurement of these items shall not be made without the written authorization of the cognizant NSA Acquisition Element.

(3) Equipment Repair Parts - Those repair parts, subassemblies, maintenance spares, special tools, and support items furnished concurrent with an end equipment/system as being essential to its support for that initial period required to establish follow-on support, as determined by each requiring activity.

(4) Initial Support Items - Those items which comprise both the "equipment repair parts" and the "depot repair parts", and may include NSA design controlled parts, maintenance spares, test equipment, special maintenance tools, and support items, as well as those items for which NSA does not control the design.

(5) Subsequent Year Repair Parts - Those repair parts which are to be procured to replenish or augment initial support items to assure adequate maintenance during the life of the equipment.

e. Order - A Military Interdepartmental Purchase Request (MIPR), as prescribed for use within the Department of Defense, or an authorized document of the requiring Federal Civil Agency which sets forth definitive cryptologic requirements of that activity.

f. Requiring Activity - A department, agency, or other element of the United States Government which is authorized to originate a purchase request for and to utilize cryptologic equipment/systems and related materiel.

g. Technical Data - Technical data are recorded information used to define a design and to produce, support, maintain or operate items of defense materiel. These data may be recorded as graphic or pictorial delineations in media such as drawings or photographs; text in specifications or related performance or design type documents; in machine form such as punched cards, magnetic tape, computer memory printouts; or may be retained in computer memory. For purposes of this Circular, technical data is that data described either in the NSA increment to the DoD Authorized Data List, Part II of Reference k., or in the requiring activity's official Authorized Data List.

ANNEX B to NSA CIR.
NO. 60-1 (C), dtd
22 April 1971

2

Approved For Release 2003/08/04 : CIA-RDP85-00988R000200300004-4

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2003/08/04 : CIA-RDP85-00988R000200300004-4

h. Special Technical Data - That technical data which the requiring activity deems essential to its particular logistical support needs, but when evaluated by NSA, it is considered to be in excess of the minimum essential data determined necessary for support of the equipment being acquired. The data item may be described in either the NSA or the requiring activity's increment of the DoD Authorized Data List, but because of its non-essentiality as determined by NSA, it must be funded by the requiring activity.

CONFIDENTIAL

CONFIDENTIAL

ANNEX C

PROCEDURAL GUIDANCE

1. PROCUREMENT PLANNING. To assist in the integration of procurement, technical, and financial planning for the acquisition of cryptologic equipment and to provide guidance for the submission of quantitative requirements, the following documents are published by NSA:

a. SIGINT requirements. TECHINS 1037 positions, as programmed in OPINS 10/20/30, establishes the items of equipment selected to fulfill mission assignments and sets forth general descriptive information, including nomenclature, size, weight, square footage required, etc. In support of TECHINS/OPINS documents, the NSA Availability Listing of SIGINT and Telecommunications Equipment is published twice yearly which specifies those SIGINT and selected, modified commercial equipments that are under development by NSA and those production models available for procurement through NSA. This listing provides: short title, equipment security classification, description, estimated unit cost, percentage factors for initial repair parts, procurement lead time factors, and the approximate time equipment will be scheduled for procurement.

b. COMSEC requirements. These documents are made available to the Military Departments and Federal Civil Agencies on a "need-to-know" basis.

(1) KAG-26/TSEC, Communications Security Systems and Equipment Information, contains descriptions and illustrations of most COMSEC equipments currently in use, being produced, or about to enter the production phase. The information includes: characteristics, size, weight, power requirements, required ancillary equipment, etc.

(2) KAG-25/TSEC, Pricing and Availability Information for COMSEC Equipment, contains information on all COMSEC equipments available for production procurement, or which are expected to become available during the program/budget cycle. The document contains information on status, pricing, accessories (test equipment, etc.) initial and concurrent repair parts factors, etc.

(3) In addition to the KAG-26 and KAG-25, an annual "buy" letter is issued in the fourth quarter of the fiscal year. This letter lists all COMSEC equipments for which procurement by NSA is anticipated during the coming fiscal year. It provides such information as order submission dates, production/delivery periods, repair parts submission instructions, etc.

2. OPERATIONAL PHASES OF PROCUREMENT.

NSA shall accomplish or provide for the accomplishment of the following functions:

GROUP-1
Excluded from automatic
downgrading and
declassification

ANNEX C to NSA CIR.
NO. 60-1 (C), dtd
22 April 1971

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2003/08/04 : CIA-RDP85-00988R000200300004-4

(1) The phasing and consolidation of cryptologic requirements, analyzing the commercial market, determining patterns for the phased placement of orders in such a manner as to assure meeting the needs of the requiring activities at the lowest possible price to the Government, and at the same time avoiding unnecessary peaks and valleys of production; and

(2) The development of equipment/systems specifications; negotiating and awarding contracts; contract administration (including production engineering, contract follow-up, quality assurance, expediting, and transportation arrangements).

3. CUTOFF DATES.

a. February 1, of each year is established as the cutoff date for the receipt of orders citing annual (expiring) appropriations which must be obligated by 30 June of that fiscal year. If circumstances arise which require the submission of orders citing expiring appropriations after the cutoff date, the requiring activity will communicate with NSA prior to the submission of an order to ascertain whether or not it will be possible for a contract to be executed or the funds otherwise obligated by the end of the fiscal year. NSA will make every effort to obligate funds for all such orders accepted after the cutoff date; however, acceptance of a late order does not constitute assurance that all funds will be obligated. (See Annex D for supplemental provisions applicable to Subsequent Year Design Controlled Repair Parts.)

b. For orders citing no-year (with limited period or availability) appropriations, i.e., Procurement, PEMA, RDT&E, etc., the cutoff date of 1 February is applicable to those Procurement funds which will be subject to rescission on 30 June if not obligated at the end of 3 years, and to RDT&E funds which will be subject to rescission on 30 June if not obligated at the end of 2 years.

4. NOTIFICATION OF INABILITY TO OBLIGATE. By 1 May of each fiscal year, NSA will advise the requiring activity of any orders on hand citing annual and expiring no-year (with limited period of availability) appropriations which cannot be obligated by 30 June.

5. AUTHORIZATION FOR PROCUREMENT. Properly executed orders from DoD activities and Federal Civil Agencies shall be accepted as the authority to proceed with procurement. Obligations will be created against the funds cited without further referral to the requiring activities. However, all provisions for options to increase contract quantities, performance, or delivery incentives, and multi-year contracts will be appropriately coordinated with the requiring activities.

6. ADVANCE ORDERS. The use of advance MIPR's or other preliminary ordering documents is not normally considered beneficial in contracting for

ANNEX C to NSA CIR.

2

NO. 60-1 (C), dtd

22 April 1971

Approved For Release 2003/08/04 : CIA-RDP85-00988R000200300004-4

CONFIDENTIAL

CONFIDENTIAL

cryptologic requirements. Therefore, advance orders will not be accepted unless specifically agreed to by the responsible NSA Acquisition Element for particular cases where it has been determined that such documents will be advantageous to the advance procurement planning program of NSA. Contracts shall not be awarded on the basis of advance orders.

7. DETERMINATIONS AND FINDINGS. The Agency will arrange for Determinations and Findings necessary to effect negotiated procurement. No information is needed from the requiring activities to support negotiation authority for requirements within the scope of this Circular.

8. SPECIFICATIONS AND DRAWINGS. NSA will provide the specifications and drawings necessary for the development of the procurement package; therefore, orders of requiring activities need not be accompanied by copies of such documents except in the case of specifications for special technical data (see paragraph 9).

9. TECHNICAL DATA.

a. NSA will determine the minimum technical data necessary for the operation, maintenance, and competitive procurement of NSA controlled equipment/systems and support items in accordance with Reference k. The procedure for making this determination and advising requiring activities or such will be as follows:

(1) The acquisition element will advise the appropriate NSA Technical Data Management Officer (TDMO) of upcoming procurements.

(2) The TDMO will conduct a data call to determine technical data requirements. Prior to the data call, when applicable and practicable, the TDMO will inform the requiring activity of that data specifically planned for support of his equipment (i.e., the drawing, manual and provisioning data).

(3) The TDMO will notify requiring activities by message or other written communications of the technical data that will be provided by NSA.

b. Technical data which the requiring activity deems essential for its particular needs, but which will not normally be provided by NSA, (special technical data) shall be selected from an Authorized Data List and submitted on a DD Form 1423 with the order. The DD Form 1423 shall be accompanied by the appropriate Data Item Descriptions and any related specifications, standards, or other regulatory material which controls the preparation of the data. The NSA TDMO will prepare a single DD Form 1423 consolidating all technical data requirements for a particular procurement.

10. AUTHORIZATION FOR EXCEEDING ORDER ESTIMATES. Each order shall indicate on its face the amount by which the total estimated cost may be exceeded in effecting the procurement. The additional amount shall not exceed \$20,000 or

CONFIDENTIAL

10% of the estimated amount of the order, whichever is less. As an alternative the order may contain the following statement - "The amount of the order shall not be exceeded without the express authorization of".

11. OPTIONS FOR INCREASED QUANTITIES. When the requiring activity desires that an option to procure additional quantities of the item be included in the contract, the order shall so state. The order shall specify the quantity to be covered by the option for each item and the duration the requiring activity wants the option to run. Justification for the quantity and duration shall be specified in the order. To exercise an option, the requiring activity shall submit a new order, cross-referencing the previous order and the contract number, if known. This Agency may have options created to provide for supplies or services being procured on consolidated (more than one requiring activity) PRs. In these cases the Consolidated Cryptologic Program, the Consolidated COMSEC Equipment Program or the Procurement Annex to the Five Year Defense Program may be used to identify future requirements of the requiring activities.

12. URGENT DELIVERY. When a short delivery schedule is mandatory, orders shall be marked "URGENT" in bold letters and the required delivery schedule stated. The reason for the urgency will be shown in the order or an attachment thereto. The statement justifying the urgency will be sufficiently detailed to permit the use of necessary expediting techniques by the procuring activity.

13. UTILIZATION OF AVAILABLE ASSETS. Requiring activities are responsible for screening available assets prior to initiating an order for procurement action. (See References g. and i. of Annex A).

14. RESERVATION OF FUNDS FOR CONTINGENCIES.

a. In effecting procurement of cryptologic equipment, NSA will bear without reimbursement therefor, the administrative costs incidental to such procurement, including those overhead costs attributable to centralized procurement. Therefore, within budgetary limitations, NSA will absorb the costs for any of the following items which may be required: Government-furnished special tooling or test equipment; item identification; and certain technical data, as determined necessary by the Agency.

b. The costs for changes made to cryptologic equipment/systems during preproduction and production phases will be appropriately prorated among the requiring activities which shall be responsible for any additional costs. The provision of funds for such contingencies is the responsibility of the requiring activities.

c. Contingent liabilities under fixed price contracts, such as escalation, price redetermination, or incentive clauses, which must be carried as outstanding commitments in accordance with DoD Directive 7220.7, will be

ANNEX C to NSA CIR.
NO. 60-1 (C), dtd
22 April 1971

4

~~CONFIDENTIAL~~

CONFIDENTIAL

identified on the acceptance document by appropriation. When this cannot be determined at the time of an order's initial acceptance, the acceptance document will be revised as soon as the information is available. Where performance or delivery incentives are employed, the order will be amended to cover the maximum possible liability (i.e., the maximum Government delivery or performance objective which has been asked for in the contract). Funding for cost incentives under incentive contracts will be based on target price (as the best estimate of total Government liability). It is the responsibility of the acquisition element to inform the requiring activity exactly what its contingent liability is when incentive contracts are used. The contract document cannot be relied upon to fulfill this responsibility. The information must be given on a MIPR acceptance or other document which details the liability for each requiring activity (by appropriation).

15. PROVISIONING OF REPAIR PARTS. The provisioning of initial support items for cryptologic equipment/systems will be accomplished in accordance with Reference j. or Annex A.

16. PREPARATION AND ADMINISTRATION OF ORDERS.

a. Forms. Requirements of activities of the Department of Defense will be submitted on Military Interdepartmental Purchase Requests (DD Form 448 and DD Form 448-1, continuation sheet.)

b. Order and Order Amendment Numbering. Requiring activities will mark their orders with a numeric or alphanumeric code to facilitate recognition of the fiscal year of the order, identity of the requiring activity, and identity of the specific purchase request. Amendments to basic orders will be numbered consecutively, beginning with number one.

c. Number of Copies and Channel for Submission. The original and five copies of each order will be forwarded to NSA, the original and one of which will be signed by the appropriate authority of the requiring activity. Orders will be forwarded to the cognizant Acquisition Element specified in Annex E.

d. Equipment Description, Quantity and Estimated Costs. Normally, orders will be restricted to one major end item, ancillary equipment and initial support items and related items. Items requested will be identified as follows:

(1) Assigned nomenclature or description of item; Federal Stock Number; Part Number; quantity required; and estimated unit and total costs.

(2) Initial Support Items:

(a) Equipment repair parts and total estimated cost.

CONFIDENTIAL

CONFIDENTIAL

(b) Depot repair parts and total estimated cost.

(3) Level of preservation, packaging, and packing (PP&P) in accordance with Reference m. for all deliverable items. Requiring activities will include estimated costs for PP&P in the unit cost of each deliverable end item contained in the order.

(4) Special Technical Data, as provided in Paragraph 9. above. Insert total estimated cost of Special Technical Data required.

e. Delivery Schedules. Orders must indicate the desired delivery schedules. Delivery requirements should be based on operational necessity. Normally a period of 120 to 150 days is required for administrative processing and contractual award, in addition to production and delivery lead time factors. (NOTE: This administrative lead time is included in the Procurement Lead Time shown in the NSA Availability Listing of SIGINT and Telecommunications Equipment.)

f. Shipping and Marking Instruction.

(1) Complete consignee address "Ship to/Mark for" instructions, utilizing the PP&P guidelines contained in Reference c., will be included with each order. Shipping instructions should include the appropriate address for the material involved. For export shipments the order will indicate the complete freight consignment address and the delivery requirement of the continental transshipment point, overseas shipping address, and any special markings required.

(2) When shipping destinations cannot be furnished with the order, the statement, "Shipping instructions to be furnished at a later date", will be noted on the order. However, definitive instructions must be provided NSA (by letter, message or amended order) at least 40 days prior to the scheduled contract delivery date.

g. Appropriations and Accounting Data. Each order from components of the Department of Defense will include the complete accounting classification chargeable for procurement of the line items specified in the order. Federal Civil Agencies will include their appropriate fund citation or other assurance of available funds. A notation should be included stating when the funds will expire for purposes of obligation. Additionally, each order will contain the appropriation or fund and accounting classification chargeable for such transportation costs as may be incurred in effecting delivery at Government expense. If a long lead time is involved, transportation funds may be furnished at the time definitive shipping instructions are submitted. Government Bills of Lading will be issued by NSA and will show (1) the requiring activity as the department or agency to be billed, and (2) the appropriation or fund designated by that activity as the appropriation chargeable.

ANNEX C to NSA CIR.
NO. 60-1 (C), dtd
22 April 1971

6

CONFIDENTIAL

CONFIDENTIAL

h. Payment Instructions. Information will be included in the order specifying the activity and address to which reimbursement billings or cross-disbursing documents are to be forwarded and the number of copies required as well as the appropriate Finance Office who is to accomplish payment of transportation charges. All contractual payments will be accomplished by the NSA Finance and Accounting Officer.

i. Source Selection. Determination of contractual source will be made by NSA.

Commingled
j. Combination of Items on Orders. SIGINT and COMSEC requirements will not be commingled on the same order. A separate order will be submitted for each SIGINT or COMSEC equipment/system and its respective support items. Further, with the exception of the first equipment production procurement, repair parts requirements will be submitted pursuant to the instructions contained in Annex D, i.e., subsequent year repair parts will not be commingled with equipment orders beyond the initial production procurement.

k. Document Distribution Requirements. Each order will specify the number of copies of notices of award, contracts, status reports, Material Inspection and Receiving Reports (DD Form 250), or other documents required, and the names and addresses, including attention lines, of the activities to which the documents should be mailed. As set forth in SECTION VII of the basic Circular, distribution of such documents shall be kept to a minimum and shall be requested only for those offices fulfilling a management control responsibility. Since contractual documents reflect cumulative cryptologic requirements of the U. S. Government, copies of contracts or other documents incorporating such data (even though unclassified) should be distributed to subordinate activities on a strict need-to-know basis.

l. Contract Administration. The administration of all contracts for cryptologic requirements will be conducted by NSA in conjunction with the procuring activity effecting contractual action on behalf of the Agency.

Conferences
m. Technical Liaison. Technical liaison with the contractor will normally be conducted by representatives of NSA. Where it is necessary for personnel of the requiring activity to confer with NSA contractors, such need will be coordinated with NSA by the requiring activity. Conferences or communications between requiring activities and a contractor and the authorization of visits to a contractor's facility shall be made only through the cognizant Acquisition Element of NSA. When visits will involve access to classified information, the visiting official is responsible for providing the contractor with the appropriate verification of security clearance and other special access authorizations.

(41 for SIGINT, 50 for COMSEC requirements)
n. Status Reports. NSA will provide periodic reports to the requiring activities concerning the commitment, obligation and production delivery status of their cryptologic requirements.

CONFIDENTIAL

CONFIDENTIAL

o. Inspection, Acceptance, and Delivery. NSA will arrange for the necessary quality assurance and inspection to assure that the equipment/systems, repair parts, technical data, PP&P, and support items are technically acceptable to the Government, and will arrange for the transportation of the items to the designated consignees.

p. Notification of Acceptance. As soon as practicable, but not later than 30 days after receipt of an order, NSA will acknowledge formal acceptance by accomplishment of DD Form 448-2 "Acceptance or MIPR", or other appropriate acceptance form. If this time limit cannot be met, the requiring activity will be so informed of the delay and the anticipated date that the order will be processed for acceptance. The acceptance will indicate the method of financing to be used, contingencies not provided for in the order (see paragraph 14. of this Annex), and any stipulations set forth which are not acceptable to the Agency.

q. Multi-year contracting. As the administrator of centralized procurement for cryptologic equipment, NSA may cause the Government to enter into multi-year contracts based on the aggregated future quantitative requirements of requiring activities as expressed in approved DoD programs, Federal Civil Agency written advise of intent to purchase, and requests for price and availability from foreign requiring activities.

r. Changes to Orders. All changes affecting the contents of MIPRs must be processed as MIPR amendments.

ANNEX C to NSA CIR.
NO. 60-1 (C), dtd
22 April 1971

CONFIDENTIAL

CONFIDENTIAL

ANNEX D

SUBSEQUENT YEAR REPAIR PARTS

1. This Annex supplements provisions contained in the basic Circular and Annex C by setting forth additional instructions applicable to the preparation and submission of requirements for subsequent year design controlled repair parts for which NSA has centralized procurement responsibilities (hereafter referred to as repair parts).
2. Since NSA does not stock repair parts except for internal use, quantitative requirements of DCRPs are to be submitted semiannually to arrive at NSA no later than 1 August and 1 February of each year. The submission scheduled for receipt by 1 August should include all known quantitative requirements, as the 1 February submission should include only those additional quantitative requirements to augment the requiring activity's stocks and which, because of procurement leadtime, cannot be deferred until the submittal of requirements the following August. Requirements submitted after the prescribed dates will be held until the next cutoff date for consolidation with other requirements at that time. Emergency requirements are excepted from these procedures, as provided in Paragraph 5 below.
3. The order for repair parts will be submitted in the original and five copies, as prescribed in Annex C. Four copies of the quantitative listing of repair parts should be submitted and should include the following data: Federal Stock Number, Part Number, Item Name, Classification, Unit of Issue, Quantity Required, Unit Cost, and Total Cost.
4. Urgent requirements may be submitted at any time. The order will be marked "URGENT", the date that the material is required will be specified, and the reason for the emergency will be shown. The statement justifying the urgency of the requirement will be sufficiently detailed to permit the use of necessary expediting techniques by the procuring activity. If the requiring activity utilizes the bulk funding concept, requirements may be ordered by message or by letter containing pertinent data and referencing the MIPR containing the bulk funding. A telephonic order will start procurement action, but it must be confirmed in writing before actual procurement can be effected. NSA will expedite in-house processing and contractual performance; however, delivery by the specified date cannot always be assured due to the production lead time factors involved.
5. All orders shall include the appropriate fund citations for the material and transportation, and each order (or listing) shall include instructions for preservation, packaging, marking, and shipping. Separate shipping instructions must be provided for classified/accountable repair parts.

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ANNEX D to NSA CIR.
NO. 60-1 (C), dtd
22 April 1971

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To facilitate the orderly flow of orders and to efficiently process inquiries concerning specific functional areas, channels for communications and points of contact within NSA Headquarters are established as follows:

a. Orders and related correspondence pertaining to SIGINT procurements should be submitted to:

Chief of Installations and Logistics
National Security Agency
ATTN: 141
Fort George G. Meade, Maryland 20755

b. Orders and related correspondence pertaining to COMSEC procurements should be submitted to:

Assistant Director for Communications Security
National Security Agency
ATTN: S05
Ft. George G. Meade, Maryland 20755

c. Telephonic inquiries may be made as follows:

(1) From the Baltimore-Washington area dial 688-plus the desired office extension reflected below:

(2) From outside the Baltimore-Washington area, use Autovon 235 or dial Area Code 301-688-plus the desired extension reflected below:

	<u>For SIGINT</u>	<u>For COMSEC</u>
Cost/Availability/Procurement Program Schedule	<u>6217</u>	<u>6831</u>
Acceptance of Orders	<u>7441</u>	<u>6831</u>
Funding Status/Increases/ Withdrawals	<u>7441</u>	<u>6831</u>
Delivery Status	<u>7441</u>	<u>6831</u>
Provisioning Processes/ Initial Support Items	<u>7458</u>	<u>6831</u>

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ANNEX E to NSA CIR.
NO. 60-1 (C), ctd
22 April 1971

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	<u>For SIGINT</u>	<u>For COMSEC</u>
Subsequent Year DCRPs	<u>7458</u>	<u>6831</u>
Federal Item Identification/ Stock No./Cataloging	<u>7205</u>	<u>7205</u>
Technical Data	<u>7423</u>	<u>6871</u>

ANNEX E to NSA CTR.
NO. 60-1 (C), dtd
22 April 1971

2

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